UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:
4400

B 21

12 MAR 2002

MEMORANDUM

From: Assistant Chief of Staff, G-4 Logistics

Subj: INTERIM CHANGE TO MCB QUANTICO PROCUREMENT AND MATERIEL MANAGEMENT PROCEDURES

Ref: (a) DC, I&L & DC, PR joint ltr 4200 dtd 28 Jan 00
     (b) Director, RCO(NE) ltr 4200/RCO dtd 20 Dec 01

Encl: (1) Points of contact and links

1. In order to streamline and simplify procurement processes throughout the Marine Corps, HQMC (LP and LB) has directed the use of standardized procurement methods. The ongoing study of supply processes aboard MCB Quantico has identified substantial inconsistencies in the use of systems, and the application of materiel management policies. This letter provides initial guidance with intent to improve:

   a. Customer access to sources of supply;

   b. Local use of Pre-Expended Bins (PEB's);

   c. ServMart support to customers;

   d. Order-ship time (OST);

   e. Materiel readiness; and,

   f. Base-wide visibility of materiel assets.

In accordance with reference (a), and in order to support these efforts, the following changes to local procurement procedures are made. These procedural changes apply to all activities receiving procurement support from Marine Corps Base, Quantico.

2. System Items (MILSTRIPS). The Automated Requisitioning System (ARS) is no longer used to submit system (MILSTRIP) requisitions. ATLASS I v.3.4.0 is used to requisition MILSTRIP items.

   a. ATLASS I is a PC legacy system fully supported by MARCORMATCOM Legacy Support (DSN 567-6630). It runs best on a

DOS-based PC, but a Windows 9x compliant version is available. ATLASS I data require daily defragmentation and backup, weekly rebuilding, and quarterly archiving. G-4, Materiel Readiness Branch, Systems Operations Section (MRB SysOps) supports local users, and will provide additional guidance concerning version control and system configuration.

b.   Activities requiring MILSTRIP items must convert to ATLASS I v.3.4.0, and have their activity information (DoDAAC, UIC, T/E#, FIP, and Cost JONs) loaded to the SASSY Main Frame files.

c.   MRB SysOps, G4, will provide technical assistance to supported activities requiring ATLASS I installation and SASSY Main Frame uploads. Contact MRB SysOps at 784-3494/2179 for assistance.

d.   ALMAR 229/95 requires ATLASS I users to maintain specific reports based on ALMAR 225/95, available online at:

http://www.usmc.mil/almars/almar2000.nsf/d50a617f5ac75ae085256856004f3afc/c8416fa3819839da85256a55005e10e3?OpenDocument&Highlight=2,SASSY

e.   Further guidance on ATLASS I can be found at:

http://mcsd.ala.usmc.mil/marfor/atlassi/ati_home.htm

f.   ARS will be disabled NLT 01 May 2002, after all remaining backorders and incoming shipments have been received or liquidated.

3. Open Purchase Requests. In accordance with Reference (b), effective 6 Mar 02, ARS is no longer used to submit Open Purchase Requests. PR Builder is used to submit open purchase requests to the Regional Contracting Office (Northeast) (RCO(NE)). In accordance with the Federal Acquisition Regulations (FAR), purchases costing more than the micro-purchase threshold of $2,500 ($2,000 for construction) are open purchases.

a.   Reference (b) details instructions for the local implementation of PR Builder. Local assistance is provided by RCO(NE) at 784-1912.

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   b.   Workflow Managers for PR Builder must ensure PR
Builder workflows have the following Approving e-mail aliases
loaded as the step prior to RCO(NE) for the respective
categories of Open Purchases:

Category	Approving e-mail alias
Audio/Visual	Quantico PRB Audio/Visual
Comm/IT/Computers	Quantico PRB Comm/IT/Computers
Construction >$2,000	Quantico PRB Construction>$2,000
Construction <$2,000	Quantico PRB Construction<$2,000
Furniture (PSE)	Quantico PRB Furniture
HAZMAT	Quantico PRB HAZMAT
Office Machines	Quantico PRB Office Machines
Periodicals/Subscriptions	Quantico PRB Periodicals/Subscriptions
Printing	Quantico PRB Printing
Vehicle Rental	Quantico PRB Vehicle Rental

Workflow managers must load these Approving aliases as users
in PR Builder, for all UIC's managed by the Workflow Managers.
These Approval Addresses are loaded to the MCB Quantico domain
as distribution lists, and can be found by searching the
Outlook address book. The proper e-mail address to enter into
PR Builder will be "*approving alias*@nt.quantico.usmc.mil"
(e.g., "Quantico PRB HAZMAT@nt.quantico.usmc.mil"). Failure
to route PR Builder requests through these required approvers
will result in the request being rejected by RCO(NE).

   c.   Open Purchase Requests not covered in the preceding
paragraph do not require an additional approval before
forwarding to RCO(NE) in the PR Builder workflows.

   d.   PR Builder does not screen for local item availability
at the Self Service Store (ServMart). Individual Fund
Administrators (FA's) must continue to screen purchase
requests to ensure all purchases are made in compliance with
Chapter 8 of the FAR, available at:

http://hydra.gsa.gov/far/90-46/html/08PART.HTM

4. SELF SERVICE (SERVMART) STORE. ServMart can be screened
for local procurement by navigating to the Self Service
homepage on the Quantico Server, both *intranet* and *internet*,
respectively:

http://qmcbim1/g4/Materiel/selfservice.htm

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http://www.quantico.usmc.mil/g4/Materiel/selfservice.htm

and then clicking the respective link to the online catalog:

http://qmcbim1/g4/Materiel/catalog.xls
http://www.quantico.usmc.mil/g4/Materiel/selfservice/catalog.xls

The online catalog is updated weekly to reflect all items
currently carried at the store. In addition to inventory
physically carried in the store, ServMart customers can access
over 300,000 office supplies and janitorial items by browsing
Quantico's preferred vendor catalogues: Boise Cascade Office
Products (BCOP) and Grainger Equipment Supply. The ServMart has
negotiated discount contracts with BCOP and Grainger, providing
customers with special government pricing on all items. Customers
must use a Government Purchase Card (GPCP, or Citibank Card) to
procure items directly from BCOP and Grainger. To search for
office supply items not carried in the ServMart, visit the Boise
Cascade Office Products' webpage at:

http://www.bcop.com/microsite/gsa

Visit Grainger Equipment's webpage to search for janitorial
supplies at:

http://www.grainger.com/Grainger/start.jsp

5. Points of contact and links are listed in Enclosure (1).

                              M. E. McCORMICK

POINTS OF CONTACT AND LINKS

ATLASS I
  MRB SysOps:

    SSgt Lawton 784-2179/3494
    Sgt Pugsley 784-2179/3494
    Sgt Jenkins 784-2179/3494

  Property Control Office:

    Capt Spells 784-6430
    GySgt Rigby 784-6430
    SSgt Singletary 784-6430

  MCLB Legacy Support:

    Maj Tiefert DSN 567-6630

PR Builder
  RCO(NE):
  HQMC:

    MSgt Hargrett 784-1912
    MSgt Hill DSN 225-6590

Self Service (ServMart)
  Store Customer Service:

    Mr Derek Hicks 784-1901/2876
    Mrs Paulette Kukrak 784-2876/4253
    SSgt Henderson 784-2876/4253
    Sgt Johnson 784-4210/2670
    Ms. LaClaire 784-4080/2876

  Item Manager:

Materiel Readiness Branch, G4
  Branch Head:
  Branch Chief:

    Capt Wald 784-1907/1906/2734
    MGySgt Rodriguez 784-2735

Logistics Division (G4)
  Division Director
  Deputy Director

    LtCol McCormick 784-2599/2699
    Maj Petway 784-2883/2881

ATLASS I links:

    http://mcsd.ala.usmc.mil/marfor/atlassi/ati_home.htm

    http://www.usmc.mil/almars/almar2000.nsf/d50a617f5ac75ae085256856004f3a
    fc/c8416fa3819839da85256a55005e10e3?OpenDocument&Highlight=2,SASSY

PR Builder links:

    http://hydra.gsa.gov/far/90-46/html/08PART.HTM
    pr_builder@msn.com
    www.prbuilder.navy.mil

Self Service (ServMart) links:

    http://www.quantico.usmc.mil/g4/materiel/selfservice.htm
    http://qmcbim1/g4/Materiel/selfservice.htm
    http://www.bcop.com/microsite/gsa
    http://www.grainger.com/Grainger/start.jsp